Date: December 19, 2022

**Food System Resiliency Grants Request for Proposals (RFP)**

**Deadline for Submission:** Monday, February 21, 2023 by 11:59 p.m. MST

**OVERVIEW**

Link to full application on BidNet: [https://www.bidnetdirect.com/colorado/cityandcountyofdenver](https://www.bidnetdirect.com/colorado/cityandcountyofdenver)

Applications that are incomplete and/or not received by the deadline will not be considered. It is the responsibility of the applicant to verify that the proposal was received by the deadline. A confirmation will be sent once your application has been successfully submitted in BidNet. A guide to registering and uploading to BidNet is available on the DDPHE Funding Opportunities webpage.

**Questions and Information Session Details:**

An Information Session will be held virtually on Thursday, January 5th, 2023, 1:00-2:00 p.m. MST. This information session is optional. You can access the information session here:

**Join Zoom Meeting**

[https://denvergov-org.zoom.us/j/87694556069?pwd=NXZzcUxONGFJbXpCOEFqY0dwOFFhdz09&from=addon](https://denvergov-org.zoom.us/j/87694556069?pwd=NXZzcUxONGFJbXpCOEFqY0dwOFFhdz09&from=addon)

Meeting ID: 876 9455 6069, Passcode: 020686

One tap mobile: +17209289299, 87694556069# US (Denver)

It is highly recommended that you thoroughly review the RFP to determine if you may be eligible to propose before considering attending the Information Session. All questions must be sent to [foodaccess@denvergov.org](mailto:foodaccess@denvergov.org), questions sent elsewhere will not be answered.

**Staff Contacts:**

- Laine Cidlowski, Food Systems Administrator, DDPHE ([laine.cidlowski@denvergov.org](mailto:laine.cidlowski@denvergov.org))
- Neil Barrett, Fiscal and Contract Administrator, DDPHE ([neil.barrett@denvergov.org](mailto:neil.barrett@denvergov.org))
- Food Access, [foodaccess@denvergov.org](mailto:foodaccess@denvergov.org)

All communications regarding this proposal shall only be through the designated City officials listed above. No communication is to be directed to any other City personnel.

**Tentative Schedule (all dates subject to change):**

December 19th, 2022 RFP released

January 5th, 2023 Virtual Information Session

January 9th, 2023 Questions Due in writing or BidNet by 11:59 p.m. MST

January 13th, 2023 Q/A posted on-line

February 21st, 2023 Proposals due by 11:59 p.m. MST

Week of April 3rd, 2023 Anticipated announcement of funding
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2022 REQUEST FOR PROPOSALS: FOOD SYSTEM RESILIENCY GRANTS

SECTION A. GENERAL INFORMATION

A.1 INTRODUCTION
Department of Public Health & Environment (DDPHE), through the Community and Behavioral Health Division, is seeking proposals to address food insecurity citywide as part of the City and County of Denver’s COVID recovery efforts by supporting food system resiliency that focuses on improving infrastructure, operations, and food systems. The goal of the funds is to support food systems infrastructure than enables organizations to more effectively obtain, store, and distribute food that would ensure better preparation for future food system crises. However, funds are not eligible for the direct purchasing or distribution of emergency food. By improving the food system infrastructure, the goal is to reduce overall food insecurity in individuals and households experiencing hunger in the City and County of Denver. The funding for this program is from the City’s ARPA (American Rescue Plan Act) allocation from the U.S. Treasury.

A.2 ABOUT DDPHE
The Denver Department of Public Health & Environment (DDPHE) is Denver’s nationally accredited public health agency. We empower Denver’s communities to live better, longer by providing people with opportunities that support their well-being and by improving services that enrich our community. Community & Behavioral Health (CBH) empowers Denver’s communities to live better, longer by informing, educating, and empowering the community to live a healthy lifestyle, to reduce chronic disease through awareness and prevention programs, and to implement population-based strategies that address social determinants of health. CBH also works to reduce barriers to accessing mental and behavioral and physical health care. CBH is committed to creating and advocating for equal opportunities for all to grow, develop, and live life to its fullest potential.

A.3 USE OF ARPA FUNDS
The funds for the City to pay for the services described in this proposal have been provided in accordance with the American Rescue Plan Act, Public Law No. 117-2 (March 11, 2021) (“ARPA”). All funding from ARPA (collectively, “ARPA Funds”) may only be used to cover eligible costs incurred by the City during the period that begins on March 3, 2021, and ends on December 31, 2024. Eligible costs include those incurred to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) or its negative economic impacts, including assistance to households, small business, and nonprofits, or to aid impacted industries such as tourism, travel, and hospitality.
A.4 BACKGROUND
As the COVID-19 hunger crisis has intensified and continued, food pantries, emergency food providers, farmers and food producers have worked tirelessly to provide millions of meals to community members in need. This sustained work at double, five times, and ten times the usual amount of demand for food has exposed and intensified vulnerabilities in our existing food system that supports at-risk residents. Non-profit organizations are in need of resources to support longer-term food systems resilience, for example funds for building infrastructure, transportation, staff training, transportation, mental health supports in response to the vicarious trauma of COVID-19, and other organization determined supports to be prepared for future food crises. Much of DDPHE’s previous COVID-19 funding, in 2020 and 2021, was provided specifically for emergency food purchases and distribution to residents, as the pandemic caused costly disruptions to regular food, farming, and organizational processes. This RFP and associated funds are aimed at helping non-profit organizations with longer-term food resiliency work and infrastructure.

A.5 SCHEDULE OF EVENTS
Food System Resiliency Grants

The application is available online for viewing at [https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Public-Health-Environment/Community-Behavioral-Health/Food-System-Policies](https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Public-Health-Environment/Community-Behavioral-Health/Food-System-Policies) and on the DDPHE Funding Opportunity webpage and for submission on BidNet: [https://www.bidnetdirect.com/colorado/cityandcountyofdenver](https://www.bidnetdirect.com/colorado/cityandcountyofdenver)

- **RFP ISSUED** Monday December 19th, 2022 (MST)
- **RESPONSE SUBMISSION DEADLINE** Monday February 21st, 2023 11:59 p.m. (MST)

Responses must be received no later than the date and time listed in the Schedule of Events. Responses not submitted through the on-line BidNet application will not be considered.

Individual responses will not be read in public or available for public inspection until after a funding determination has been made.

Note: Technical questions and technical support regarding the on-line application will be accepted and answered individually up to the response submission deadline listed above in the Schedule of Events. All questions regarding the RFP must be submitted via Bidnet or in writing by e-mail to foodaccess@denvergov.org.

A.6 ELIGIBILITY
Eligible respondents include:

Nonprofit agencies that are incorporated as a 501 (c) 3 and registered with the State of Colorado are eligible to apply. This includes those agencies with a fiscal sponsor incorporated as a 501 (c) 3 and
registered in the State of Colorado. Nonprofits must be located in the City and County of Denver or primarily serve Denver residents with awarded funds. Nonprofit organizations must have at least 12 months of operations and an active 501(c)(3) status at the time of application. Nonprofit organizations may be food pantries, food banks, food access, food processing, distribution, wholesale organizations or any other organization that offers food programs.

If an organization is not eligible under these requirements, partnerships with eligible, lead organizations are encouraged. DDPHE is committed to improving food security and resiliency. All funded organizations must be able to participate in the evaluation of their project.

Entities that are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency are not eligible.

Response reviews and awards are contingent upon respondents being current with the city on any loan, contractual, or tax obligation as due, and in compliance with rules, regulations, and provisions of existing or past city contracts.

A.7 SCOPE AND USE OF GRANT FUNDS
Programs must show strong fiscal responsibility with costs that are reasonable, realistic, and justified. The proposal funding request should not exceed more than 50% of the organization’s overall annual budget for the prior year. Funds must be used to supplement (not supplant, replace, or redirect) Federal, State, and/or local funding currently provided to the organization for operating its food program. The proposer agrees to comply with all Federal, State, and local laws and regulations applicable to the funding source authorizing any program or activity funded through this RFP and with all laws, policies, procedures, ordinances, and regulations of the City and County of Denver.

Allowable program costs include but are not limited to:

- Facility infrastructure upgrades, such as plumbing, electrical, or renovations to improve the efficiency of operations, warehousing, and food storage, loading or packaging equipment, software, and other food equipment or materials.
- Storage, handling, processing, preparation, packaging, transportation, and distribution of food; supplies; program operating expenses;
- Equipment (may include vehicles and vehicle maintenance, and food storage and preparation equipment like freezers and refrigerators, stainless steel prep tables, stoves, ovens, pots and pans, knives, sinks, serving trays, etc.) and capital infrastructure costs;
- Value chain management improvements (such as trucks, bikes, communications, routing systems or software to improve distribution routes or efficiency, etc.)
- Transportation or loading improvements such as purchasing or leasing trucks, or other vehicles, or pallet jacks, forklifts, carts, conveyer belts etc.
• Labor/staffing/personnel; program evaluation (including staff time for data collection and costs to compensate and incentivize community members to participate in data collection efforts); program outreach and community engagement (including language translation and interpretation costs);
• Federal Benefit enrollment assistance and marketing costs (including printing, paid advertising, etc.);
• Sub-awards or sub-grants (including contracts to hire experts in an area related to the project, including evaluation and quality improvement through surveys, focus groups, etc.);
• Technical assistance, capacity building, mentorship; professional development and training;
• Operating costs, providing additional staffing support, reasonable transportation costs, and expenses for supplies and materials with appropriate justification;
• No more than 10% of the amount requested is allowed for indirect costs
• No more than 10% of the amount requested is allowed for administrative costs

Funds can only be used for the purposes outlined in the grant contract. Applicants who may not already meet the minimum insurance requirements, may include insurance costs in the proposed budget.

Partnerships are highly encouraged. Please note that it is the grantee’s responsibility to ensure that all vendors or subcontractors meet the minimum insurance, minimum safety and other requirements outlined in this RFP and in the sample contract.

Disallowed program costs for this request for proposal:

• Funds cannot be used for research (non-program evaluation); legislative policy and advocacy; IRS-defined lobbying; political activities or partisan causes; one-time events; annual appeals; membership drives; underwriting or fundraising events; endowments; loans or debt reduction; fellowships or scholarships;
• Funds cannot be used to make large capital purchases such as the purchase of land or buildings.
• Funds cannot be used to support religious practices, such as religious instruction, worship, or prayer. Faith-based organizations may offer such practices, but at a separate time and location as the program applying for funding.

For equipment, supplies or infrastructure costing greater than $5,000; equipment, supplies or equipment can only be used for eligible funding purposes included in the RFP. If equipment, supplies, or infrastructure are to be used for a different purpose or to be sold, organizations receiving funds will have to determine the remaining disposition value of the purchased items and may be required to return that value to the federal government. If the federal government needs to be compensated, the grantee will need to follow the disposition instructions laid out in federal uniform guidance, which can be found in the following sections of the federal code: CFR 200.311, 200.313, 200.314, and 200.315. For example, if a vehicle is purchased for deliveries during the grant period and used for an unallowed funding purpose after December 31, 2026 the organization receiving funds may have to determine the current depreciated value at that time and return that remaining value to the federal government.
Nonprofits operating or providing services within the below list of neighborhoods are encouraged to apply:

- Elyria-Swansea
- Globeville
- NE Parkhill
- East Colfax
- West Colfax
- Montbello
- Sun Valley
- Valverde
- Villa Park
- Westwood
- College View South
- Lincoln Park
- Barnum
- Athmar Park
- Goldsmith

The City strongly encourages applications from nonprofits that provide services to at-risk populations, including under-resourced or historically marginalized groups such as:

- Communities of color (such as Asian American, Black American, Indigenous, Latino, etc.)
- Older adults
- People experiencing poverty or homelessness
- Immigrants and refugees
- People living with disabilities
- Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ)
- Veterans

SECTION B. SUBMISSION REQUIREMENTS

B.1 SUBMISSION OF RESPONSES

The questions included in the following sections are included in the on-line application on BidNet. Responses to these items must be included in an attached word document and uploaded into the BidNet system. **Responses that are not submitted through the online BidNet application will not be accepted.**

B.2 Proposal Checklist

The applicant is required to fill out:
1. Application Program Narrative Questions titled “2. FSRG_Program Narrative”
2. Budget Spreadsheet titled “3. FSRG_Budget Template”
3. Completed Diversity and Inclusiveness Information Request Form Receipt of Submission (Saved Copy of Submission Receipt)
4. Certificate of Good Standing with the Colorado Secretary of State
5. Completed I.R.S. W9 Form

B.3 Program Narrative
Narrative formatting requirements:

- Must use the provided template (2. FSRG_Program Narrative) and stay within the text limits
- Font: 12-point Calibri or Arial
- Page size: Standard 8 ½ x 11, Portrait layout
- Spacing: Single-spaced, with paragraphs, and 1” margins on all sides
- Page numbering: Bottom right-hand corner (Include Program Name on each Page), following the format of “Page __ of ___”
- Each document should be saved as its own PDF.
- Each document should be numbered and titled with the applicant name and document title (example: 1_ProgramX_Budget.pdf; 2_ProgramX_OrganizationalNarrative.pdf, etc.).
- No formatting modifications to the Application Questions or Budget document should be made.
- When submitting the documents, the files do not need to be combined into one. The applicant may upload multiple files.

Instructions: Please keep your answers concise using the provided template word document, which includes word or page limits. The outline below is the same content as the provided word document template. Make your responses as clear and concise as possible, word or page limits are maximum amounts not minimum requirements for responses.
**Organization Name:**

**Organization Contact Info (Name, Email, Phone, Address):**

**Project Name:**

**Project Summary: (Word limit: 100)**

**Requested Grant Amount:** $

**ORGANIZATION AND PROGRAM DESCRIPTION**

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1. State your organization’s mission statement, primary purpose and how that purpose relates to your grant proposal.

2. Describe your proposed program and activities (i.e., who, what, when, and how). Include details about your model and share if the project activities are already happening. State how the project addresses the grant goals.

**PROGRAM IMPACT**

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3. What are the goals, objectives, and desired impact of this program? Describe how the goals of this proposal align with grant goals.

4. Describe the food resiliency infrastructure (physical infrastructure, technological, staff or operating) your organization proposes to meet your goals, and desired impact of the program.

5. What is the appropriate number of individuals or unique individuals served relative to the requested funding amount as a result of the proposed infrastructure changes? How many meals, food boxes, classes, or other output relative to the requested funding amount does your organization expect as a result of the proposed infrastructure changes?

6. What metrics and data collection practices do you plan to use to measure program impact and outcomes? Summarize key evaluation metrics that demonstrate the project impact and describe how you will use the metrics to know if your project meets the grant goals. Indicate the time frame for the results or findings.

**PRIORITY COMMUNITIES & COMMUNITY ENGAGEMENT**

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7. Please describe which priority communities including include low-income, communities of color, older adults, those with immigrant, refugee, undocumented, and unhoused statuses, people with disabilities, and native/indigenous/tribal communities, LGBTQ, or veterans. Please indicate what percent of the individuals served by the proposal make up these priority communities where possible. Totals do not have to add up to 100% due to overlaps in identity.

8. Please list the neighborhood(s) where your organization is/will be providing food if you are selected for grant funding. If you are unsure, please verify at this link: https://www.denvergov.org/maps/map/neighborhoods

9. Describe how the organization has/will identify the needs of the community being served in the development and implementation of the food system resiliency project.

10. If the project is public facing, describe if the location(s) will be accessible for participants to get to, and/or how delivery service to participants is provided. If not public facing, explain why/the nature of the location.

JUSTICE, DIVERSITY, EQUITY, AND INCLUSION

11. Complete the City’s mandatory Diversity and Inclusiveness in City Solicitations Information Request Form and clearly describe how the values and practices of justice, diversity, equity, and inclusion (JEDI) are integrated into the organization. Attach the confirmation of completion to your application.

12. Explain the organization’s considerations for language access and language justice and if or how they consider the language needs of the community or populations served, staff and volunteers.

13. Explain how your organization has advanced equity for Denver’s residents, as demonstrated by data, stories, and learnings from equity-related programs, policies, and practices. Explain the role of staff and/or volunteers in the organization have sufficient cultural and/or linguistic competence to work with the community effectively.

14. What percentage of your organization’s board, leadership staff, program staff, and/or volunteers are BIPOC/people of color?

FINANCIAL

15. Complete the required budget spreadsheet fully and align with the proposed activities and deliverables.

16. Provide a budget narrative that explains or justifies the estimated costs in the budget. Provide thorough details including line items, quantities, personnel, administrative or indirect costs etc., and how grant funding will supplement and enhance, rather than supplant or replace, existing funding streams (especially state and federal dollars). Explain how the costs associated with each line item or category relate directly to the project activities. Describe your organization’s
capacity to use the requested budget over the grant term and describe any other funding sources for the program, including detailing how you are leveraging other funding, (i.e., how the initiatives will be maintained after grant funds are expended).

**IMPLEMENTATION AND TIMELINE**

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<td>Clearly lists and provides detail on the staffing plan, roles, and job duties needed to effectively implement the project activities and outcomes, with sufficient staffing in place for the proposed project (may include both paid staff and volunteers).</td>
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<td>18.</td>
<td>Clearly lay out a plan to implement all program and evaluation activities. The timeline should be detailed by quarter and include key activities, including estimated dates, frequency, and duration of activities, especially if the project requires significant planning and preparation work. Include locations, responsible personnel, and (if relevant) partner organizations to implement and oversee the work.</td>
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**B.4 Program Budget**

Using the provided 2. FSRG Budget Template excel document, please provide a budget for the funds you are applying for each year of the contract term based on the calendar year. Complete the required budget spreadsheet fully using the ensuring the budget ties back to the narrative and that calculations are accurate. Please complete the budget narrative section of the Program Narrative as well.

**SECTION C. RFP CONDITIONS AND PROVISIONS**

**C.1 Proposal Review Process**

Each proposal will undergo a technical review to ensure the application meets the minimum requirements. Incomplete applications or those that do not follow instructions will not be accepted and will be automatically disqualified. There is no guarantee that submission of a proposal will result in review, or funding at the requested level.

- All proposals will be reviewed by a diverse application evaluation committee comprised of staff from the DDPHE, DHS, and OCA, in addition to evaluators with subject matter expertise.
- Reviewers will be asked to self-identify all conflicts of interest before the process begins. A conflict of interest exists when a reviewer is employed by, volunteers for, serves on the Board of, consults with or has founded an applicant organization. Reviewers with conflicts will not review those applications.
- Each member of the review team will independently review and score each application using a rubric based on the RFP.
- The review team will meet to discuss each application, determine final scores, and make funding recommendations to DDPHE leadership for final approval.
• The award(s) will be made to the Applicant(s) whose proposal meets the requirements of the RFP and is determined to be most responsive, responsible, and best value to the City and County of Denver, in accordance with the provided scoring criteria, community needs, and Denver Revised Municipal Code.

• The City may request oral presentations as part of the review process. Additionally, the City reserves the right to conduct negotiations with one or more Applicants.

• All application decisions are final. The Denver Department of Public Health and Environment reserves the right to make smaller discretionary awards to support specific portions of a proposal that is not being considered for full funding.

• Qualified respondents may be invited to enter into an agreement with the City. Any award(s) because of these responses shall be contingent upon the execution of an appropriate contract.

C.2 Scoring Criteria

Application scoring criteria includes, but is not limited to:

- Summary Information
- Program Narrative
- Budget
- Other Documents, including but not limited to:
  - Executive Order 101 Diversity and Inclusiveness in City Solicitations Information Request Form
  - Copy of Letter of Good Standing from Secretary of State (for non-profit organizations)
  - Financial Disclosure Statement and/or IRS Form 990 (for all organizations)

Applications requesting over $500,000 in total may require an additional interview and/or presentation in order to meet City Council requirements. Applications with subcontractors receiving over $50,000 may require additional information for contracting purposes.

Scoring Scale for Reviewers:

Scores for open response questions will be based on a 0-5 scale:

- 0 = No Response - left blank or did not respond
- 1 = Unsatisfactory Response - Minimally Addressed or Does Not Meet Criteria (relevant information not provided)
- 2 = Minimum Response - Met Some but Not All Identified Criteria (requires additional clarification or development)
- 3 = Adequate Response/Meets Requirements - Addressed Criteria but Did Not Provide Thorough Detail (adequate response, but not thoroughly developed or high-quality response)
- 4 = Response Exceeds Requirements - Addressed Criteria with Medium Quality (clear response, but could have been further developed)
- 5 = Exemplary Response - Met All Criteria with High Quality (clear, concise, and well thought out response)

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<th>SCORING CRITERIA - A strong application meets most elements listed below:</th>
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13
**ORGANIZATION AND PROGRAM DESCRIPTION**

- The proposal clearly describes the organization’s background, history, mission, and how their work may have adapted over time to respond to community needs.
- The organization is well-established and has a strong track record of working in healthy food access, food distribution, or serving children and their families.
  - **Ideally**, being present in the local community they are serving and for multiple years
- The proposal clearly describes the program, including the specifics of the proposed activities (who, what, when, and how). The proposed program addresses **one or more** of the grant’s stated goals:
  1. Improve infrastructure to enable the more effectively obtaining, storing, and distributing of food that would ensure better preparation for future food system crises
  2. Reduce overall food insecurity in individuals and households experiencing hunger in Denver.

**PROGRAM IMPACT**

- The proposal clearly describes the goals, objectives, and desired impact of the program.
  - **Ideally**, the goals are **SMARTIE** (strategic, measurable, ambitious, realistic, time-bound, inclusive and equitable)
- The program effectively addresses at least one of allowable uses of funding in section A.7.
  - **Ideally**, the program addresses more than one of these funding focus areas
- The proposal clearly describes the food resiliency infrastructure (physical infrastructure, technological, staff or operating) the organization proposes to build or amend and then use to meet their goals, and desired impact of the program.
  - **Ideally**, the program lists specific infrastructure requested
- The proposed program should impact an appropriate number of individuals or unique individuals served relative to the requested funding amount as a result of the proposed infrastructure changes. Reviewers will be looking for extreme outliers rather than prioritizing lowest-cost proposals.
- The proposed program should distribute a proportionate outputs (such as number of meals, food boxes, classes, or other output) relative to the requested funding amount as a result of the proposed infrastructure changes. Reviewers will be looking for extreme outliers rather than prioritizing lowest-cost proposals.
- The proposal clearly articulates both quantitative and qualitative metrics of success to measure and demonstrate impact and outcomes, including a realistic time frame for results. It clearly outlines how the organization will use the metrics to show improved food system resiliency to future food crises or surges in food distribution demand.

**PRIORITY COMMUNITIES & COMMUNITY ENGAGEMENT**

- 15 points
- The proposal supports food resiliency infrastructure projects that are filling service and resource gaps for historically and currently under-resourced communities that may have limited access to healthy food. Priority communities include low-income, communities of color, older adults, those with immigrant, refugee, undocumented, and unhoused statuses, people with disabilities, and native/indigenous/tribal communities, LGBTQ, or veterans.

- The proposal reaches specific neighborhoods that have been identified as priority including but not limited to: Athmar Park, Barnum, College View - South Platte, East Colfax, Elyria Swansea, Gateway - Green Valley Ranch, Globeville, Goldsmith, Lincoln Park, Montbello, Northeast Park Hill, Sun Valley, Valverde, Villa Park, West Colfax, Westwood

- The proposal clearly describes how the organization has/will identify the needs of the community being served in the development and implementation of the food system resiliency project.
  - Evidence that the community wants or needs the project may be from: community listening sessions or meetings, surveys, feedback forms, online engagement (e.g., social media, emails, text messages), informal conversations, formal interviews/testimonials, or focus groups with the community.
  - **Ideally**, the organization has pre-existing relationships with the local community and will engage community members in the program lifecycle, including design, delivery, and evaluation.

- Program accessibility:
  - If the program is public facing, the location(s) will be accessible for participants to get to (e.g., near public transit or incorporating transportation for children and families)
  - If the proposed project provides delivery services, it shall meet participants where they are.
  - **Ideally**, understand and be tailored and responsive to the participants being served by reflecting the cultures and languages of the local community (e.g., in food and communication).

## JUSTICE, DIVERSITY, EQUITY, AND INCLUSION

- The responses to the City’s mandatory [Diversity and Inclusiveness in City Solicitations Information Request Form](#) clearly describe how the values and practices of justice, diversity, equity, and inclusion (JEDI) are integrated into the organization.
- The organization has considerations for language access and language justice that considers the language needs of the community or populations served, staff and volunteers.
- The organization has a Diversity and Inclusiveness Program, **ideally** one that addresses employment and retention; procurement and supply chain activities (if applicable); and customer service. The program includes employee training programs, equal opportunity policies, and a dedicated budget to enhance workplace diversity. The organization regularly communicates its diversity and inclusiveness policies to employees and volunteers, and **ideally**, more than half of all employees generally participate in JEDI training.
- The organization has a diversity and inclusiveness committee, **ideally** one that meets on a regular basis (e.g., quarterly, or monthly)
- The organization integrates diversity and inclusion skills and competencies into employee performance, **ideally** including performance evaluation for leadership.
- **Ideally**, a majority (more than 50%) of the organization’s Board or leadership staff are BIPOC/people of color and/or representative of the community being served.
- The organization has successfully advanced equity for Denver’s residents, as demonstrated by data, stories, and learnings from equity-related programs, policies, and practices.
- The staff and/or volunteers in the organization have sufficient cultural and/or linguistic competence to work with the community effectively.

### FINANCIAL

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#### Budget spreadsheet

- The required budget template is used and fully completed.
- The budget aligns with proposed activities and deliverables; project administration; project evaluation, and project communications, outreach, engagement.
- The proposed program should impact an appropriate number of individuals/unique individuals served relative to the requested funding amount.
- The proposed program should distribute a proportionate number of meals, food boxes, or other output relative to the requested funding amount.

#### Budget narrative

- The budget narrative clearly explains and justifies the estimated costs in the budget. The proposed budget costs are reasonable, realistic, and justified.
- The narrative provides a detailed explanation for all project costs and all factors that may affect the budget, and how FRG grant funding will supplement and enhance, rather than supplant or replace, existing funding streams (especially state and federal dollars).
- The narrative clearly explains the organization’s capacity and plan to utilize the requested budget amount over the duration of the grant term.
- The narrative describes how other funding sources are supporting the program or being leveraged, especially over multiple years (i.e., how the initiatives will be maintained after FRG funds are expended).

### IMPLEMENTATION AND TIMELINE

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- The proposal clearly lists and provides detail on the staffing plan, roles, and job duties needed to effectively implement the project activities and outcomes, with sufficient staffing in place for the proposed project (may include both paid staff and volunteers).
The proposal clearly lays out a plan to implement all program and evaluation activities. The timeline (2 pages maximum) is detailed by quarter and includes key activities, including estimated dates, frequency, and duration of activities, especially if the project requires significant planning and preparation work. The timeline also includes locations, responsible personnel, and (if relevant) partner organizations to implement and oversee the work.

TOTAL 100 points

C.3 Anticipated Funding and Period of Performance
Up to a total of $2,000,000 of federal ARPA funding is available for the Food Resiliency Grant program. Applicants may request funding ranging from a minimum of $50,000 and up to a maximum funding amount of $1,000,000 including both direct and indirect costs. Proposals requesting over $500,000 total for the grant term must be approved by City Council.

The grant term is estimated to begin spring 2023 (subject to change at the discretion of the City) and all funds must be allocated to contracts by December 31, 2024. All funds must be fully expended by grantees by December 31, 2026.

SECTION D MANDATORY CONTRACTUAL TERMS
D.1 Diversity and Inclusiveness – Executive Order #101

Definitions

Diversity: Diversity refers to the extent to which a contractor/consultant has people from diverse background or communities working in its organization at all levels, is committed to providing equal access to business opportunities and achieving diversity in procurement decisions for supplies, equipment, and services, or promotes training and technical assistance to diverse businesses and communities, such as mentoring and outreach programs and business engagement opportunities.

Inclusiveness: Inclusiveness, for purposes of Executive Order No. 101, includes the extent to which a contractor/consultant invites, values perspectives, and contributions of people from diverse backgrounds, and integrates diversity into its hiring and retention policies, training opportunities, and business development methods to provide an equal opportunity for each person to participate, contribute and succeed within the organization’s workplace. Inclusiveness also includes the extent to which businesses have an equal opportunity to compete for new business opportunities and establish new business relationships in the private and public sector.

Executive Order #101 Requirements**MUST READ:
Executive Order 101 establishes strategies for the City and County of Denver to use diversity and inclusiveness to promote economic development in the City and to encourage more businesses to compete for contracts and procurements awarded by the City.

Please use the following link to complete the diversity and inclusiveness requirements for this solicitation.


All proposers that do not complete Executive Order 101 Diversity and Inclusiveness in City Solicitations Information Request Form, located at the link above, prior to this RFP submission will be automatically rejected, with no exceptions.

Proposers must complete the online form even if they believe it is not applicable. If it is not applicable, it will not affect the application review. Upon completion, a confirmation form will be provided and must be included in the proposal packet. Proposals will not be considered without it. The following answers must be included in the online form:

- **Email Address of the contact person facilitating this solicitation for the City and County of Denver:** foodaccess@denvergov.org
- **City Agency that is facilitating this solicitation:** Denver Department of Public Health and Environment
- **Project Name:** Food System Resiliency Grants

Once the form is completed and submitted online, select “Printer Friendly Receipt” for the confirmation form. Save this form and include this in your proposal. As noted above, this is a required form. If it is not received, your proposal will be automatically rejected.

**D.2 Notification of Open Records Act:**

All material submitted regarding this application becomes the property of the City and County of Denver and is subject to the Colorado Public (Open) Records Act (“CORA”). If the applicant believes that any material in its proposal constitutes trade secrets, privileged information, or confidential commercial or financial data, then the applicant should mark those items as confidential or proprietary. The City is not bound by the applicant’s determination as to whether materials are subject to disclosure under CORA; and reserves the right to independently determine whether the materials are required to be made available for inspection or otherwise produced under CORA. If the City receives a request for such information marked as confidential, it will notify the applicant. If a suit is filed to compel disclosure of such information, the City will notify the applicant, and the applicant shall be responsible for taking appropriate action to defend against disclosure of its confidential information. The City and County of Denver has the right to use any or all information/material presented in the application, subject to limitations for proprietary or confidential information. Disqualifications or denial of the application does
not eliminate this right. The contents of the application may become contractual obligations if the project is funded, subject to mutual modifications in the contracting process.

D.3 Contract Award Requirements:

By submitting a proposal in response to this RFP, the vendor, if selected for award, shall be deemed to have read and accepted the terms of this RFP, as well as the mandatory contractual terms included in the sample contract in Appendix F.6. The final award recipients will be required to enter a contract with the City and County of Denver in form substantially like the sample contract prior to services taking place. In all cases, the Denver Department of Public Health and Environment has the right to negotiate all contract terms.

The Denver Department of Public Health and Environment reserves the right to terminate, modify, or suspend any or all parts of the RFP process and can reject any or all proposals at its sole discretion, and to waive informalities and minor irregularities in proposals received and to accept any portion or all items proposed if deemed in the best interest of the City and County of Denver. Expenses for developing a proposal are entirely the responsibility of the proposer, and the City shall not be liable in any manner for any costs incurred in connection with preparation, submittal, or subsequent negotiation. As the Department determines appropriate, it may issue additional requirements to this RFP, posted at https://www.bidnetdirect.com/colorado/cityandcountyofdenver.

Upon conclusion of its selection process, the City may invite one or more of the successful respondents to execute an agreement with the city for the provision of the services required. The city reserves the right to contemporaneously negotiate the final terms of the proposed contract with one or more of the highest rated responsive respondents. All respondents are strongly advised to seek legal counsel related to the preparation and execution of any such agreement and the city reserves the right to modify any term or condition of the proposed agreement and to add, delete or modify terms and conditions as deemed necessary, prior to execution of a final agreement. If the City is unable to reach an agreement as to final contract terms with any selected respondent, the City expressly reserves the right to terminate negotiations and enter contract negotiations with one or more of the other ranked finalists.

As the best interests of the City may appear in the city’s sole judgement, the city reserves the right to reject any or all proposals at any time during this selection process or terminate, cancel, or modify this selection process.

Minimum Contract Requirements

- All organizations must meet and maintain the Minimum Insurance Requirements listed in Appendix F.3 and secure, at their own expense, a current Certificate of Insurance (ACORD) showing coverage for all required insurance in hard copy prior to the initiation and execution of any contractual agreement.
- Organizations must ensure that COVID-19 Public Health Orders are followed
- Organization’s must track deliverables in the Scope of Work and outcomes – measured success towards stated goals
Invoices must be submitted monthly on the required submittal date, with appropriate back-up documentation provided, unless otherwise agreed upon.

Funded organizations will be required to develop a language access plan to explain how they will meet the needs of limited English proficiency (LEP) populations that they serve with the provided funds. Language access planning is a requirement for this funding opportunity. This planning could include: interpretation at meetings, translation of vital documents, and real-time, over the phone translation to make this program more accessible. The City has vendors selected to help provide this service or the selected organization will be able to use the vendor of its choosing. If selected for this award, additional budget may be added by the program to reimburse these language access costs as agreed upon by the DDPHE program staff and the selected organization. This will be incorporated into the final scope of work. DDPHE program and equity staff will be available to help provide more guidance on the details and requirements and will be available to help put the plan together in partnership. Funded organizations will be required to participate in an evaluation and may be asked to collect data, administer surveys, host a site visit, and/or participate in an interview to share successes and challenges.

D.4 Post Award Requirements & Reporting

- Awarded organizations must submit a quarterly progress report to DDPHE to document success, challenges, numbers served, document progress meetings, etc. A template will be provided by DDPHE.
- DDPHE staff may conduct at least one site visit per year to see the program in action.
- All award recipients are required to submit a Scope of Work that summarizes the proposal and outlines specific goals and a Certificate of Insurance that meets the City of Denver’s Minimum Insurance Requirements (see Appendix B) within two weeks of receiving the award notice.
- Submittal of Language Access plan to DDPHE using the provided template
- Award recipients must have a fully executed contract (see Appendix F.2 for a Sample Contract) with the City prior to expending any funds. Projects are not permitted to bill for expenses before the contract is fully executed. Funds will be distributed on a reimbursement basis preferably monthly only and must be accompanied by adequate documentation (payroll records, receipts, etc.). All modifications to the services and/or budget that exceed 5% in any category must be pre-approved in writing by sending an e-mail to the appropriate program manager or contract administrator.
- All award recipients must submit invoices each month and one formal grant report at the end of each year. Report templates will be provided.
- Award recipients are expected to display signage and/or online banners noting that the program received funding from DDPHE when advertising or promoting the grant funded program, equipment, or infrastructure. The City will provide electronic files that can be printed and/or displayed on websites and other materials. You must receive approval from DDPHE to post any/all materials before they are sent out/posted.
D.5 Acceptance Period
Respondents agree that their responses will remain valid from proposal submission and an additional 120 days. The City may accept proposals within 120 days of the proposal submission deadline listed above in the Schedule of Events. Applicants are expected to be informed of their funding status within two months of the application submission deadline.

D.6 Gratuities and Kickbacks
It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee (within six months of termination from City employment), or for any employee or former employee (within six months of termination from City employment) to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding of application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or response.

It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime proposer or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order. If any gratuities or kickbacks are offered or tendered to any City and County of Denver employee, the response shall be disqualified and shall not be reinstated.

SECTION E: ADDITIONAL REQUIRED INFORMATION
All submitted responses will require the items listed below before entering a contract with the City and County of Denver. These items are not required to be submitted with an organization’s application for funds, but will be required if funds are awarded.

E.1 IRS Form W-9

E.2 DUNS Number and SAM Registration
All contractors receiving Federal funds must be registered in the System for Award Management Database (www.sam.gov). The UEI number is a replacement for the DUNS number previously used in the SAM.gov (System for Award Management) portal, and is a new federal requirement for any federal funding. If you’re already registered with SAM.gov, the General Services Administration may have sent you an email last winter about the new UEI number and how to get it. Please see SAM.gov website for more information.
E.3 Certificate of Good Standing from Secretary of State
Responding organizations must be registered with the Secretary of State’s office PRIOR TO entering a contract with the city. This can be obtained from the Secretary of State’s website: http://www.sos.state.co.us/biz/BusinessEntityCriteria.do.

E.4 Audited Financial Statements
Organizations receiving federal funding over $750,000 of federal funding per calendar year are required to submit a Single Audit annually.

E.5 Organization Budget
Organizations will be required to submit their annual operating budget to determine if funds requested exceed 50% of their annual operating costs.

E.6 Certificates of Insurance
If awarded grant funds, your organization will be required to submit your Certificate of Insurance meeting Appendix F.3 Minimum Insurance Requirements conditions including cyber insurance.

SECTION F: APPENDICES
F.1 Contract Certification
F.2 Sample Contract
F.3 Minimum Insurance Requirements
F.4 Sample Contractual Language for all Contracts Utilizing ARPA Funds